

# INSURANCE CERTIFICATE REQUIREMENTS

**All groups must submit proof of comprehensive general liability insurance when applying to rent a school facility by submitting a Certificate of Insurance. The certificate must include the following:**

### SAMPLE CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies described herein.

INSURED		INSURANCE BROKER	
Organization's name Organization's mailing address		Broker's name Broker's mailing address	

#### COVERAGES

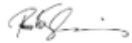
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Limits shown may have been reduced by paid claims.

EFFECTIVE DATES	INSURER & POLICY NUMBER	TYPE OF INSURANCE	LIMITS OF LIABILITY <small>(Canadian dollars unless indicated otherwise)</small>	
Mar 31, 2022, to Mar 31, 2023	Insurance Company CP999999A	COMMERCIAL GENERAL LIABILITY	Each Occurrence	\$2,000,000
		Claims Made	General Aggregate	\$5,000,000
		X Occurrence	Products-Comp/DP AGG	\$5,000,000
		X Products and/or Completed Operations	Personal Injury	\$5,000,000
		X Personal Injury	Employer's Liability	\$2,000,000
		X Employer's Liability	Tenants Legal Liability	\$1,000,000
		X Tenant's Legal Liability	Non-Owned Auto	\$5,000,000
		X Non-Owned Automobile	Hired Automobile	\$10,000,000
		Hired Automobile	Medical Exp (any 1 person)	\$10,000

ADDITIONAL INSURED	DESCRIPTION OF OPERATIONS
The following are added as Additional Insured to the Commercial General Liability Policy but only with respect to liability arising out of the operations of the Named Insured.	Activities/events held by the insured throughout the policy term.
Lambton Kent District School Board 200 Wellington Street Sarnia ON N7T 7L2 <b>AND</b> St. Clair Catholic District School Board 420 Creek Street Wallaceburg ON N8A 4C4	Basketball tournament held at ABC Secondary School on Saturday, March 23rd, 2023.

CERTIFICATE HOLDER	CANCELLATION
Chatham-Kent Lambton Administrative School Services 600 Gillard Street, Wallaceburg ON N8A 4L3	Should any of the <u>above described</u> policies be cancelled before the date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

**AUTHORIZED REPRESENTATIVE**

Per: 

Issued at: Toronto, Ontario  
Date: February 10, 2017

**1. NAME OF INSURED**

Must be the same as indicated on the rental permit.

**2. POLICY TERM**

The policy only applies to dates within that time frame however if specific dates of coverage are indicated elsewhere on the certificate then the certificate only applies to those dates (see 6. Description).

**3. ADDITIONAL INSURED**

The certificate must name the Lambton Kent District School Board AND the St. Clair Catholic School Board as Additional Insured.

**4. CERTIFICATE HOLDER**

The organization requesting the certificate is Chatham-Kent Lambton Administrative School Services.

**5. COVERAGE**

We require comprehensive general liability insurance for an amount not less than \$2 million dollars per occurrence. Certificates with no aggregate are preferred.

**6. DESCRIPTION**

If the certificate lists a specific school, activity and/or date(s) then the policy ONLY applies to those items specifically listed by the Insurance Broker.

**7. CANCELLATION**

The certificate must include a statement that the Certificate Holder will be notified of any cancellations within 30 days.

## Where should you send the Certificate of Insurance?

To upload the certificate to your school rental booking account, log into your account and select the OPTIONS icon and then select the FILES tab where you can then upload the document OR you can email the certificate to [communityuseofschools@ckclass.ca](mailto:communityuseofschools@ckclass.ca)